ROLODEX®
ELECTRONICS

RF-4-96PC

Personal Organizer

Personal Organiser

Kişisel Düzenleyici

User’s Guide

Bedienungsanleitung • Kullanım Kılavuzu

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Notice

Recommendations

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning**! A system reset erases any user-entered information and clears all settings.

1. **Turn the organizer over and carefully pull the battery insulation sheet to remove it.**
2. **Press ON/OFF to turn the organizer off.**
3. **Use a paper clip to gently press the reset button on the back of the organizer.**

4. **Press ENTER to reset the organizer.**

About Screen Illustrations

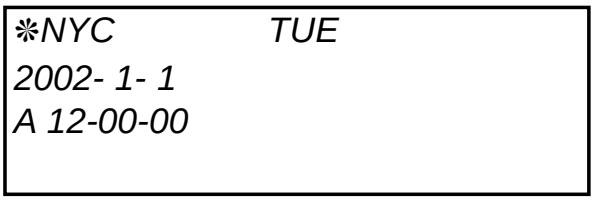
Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning.

English is the selected message language for screen illustrations.

Changing the Language

This organizer can display prompts and other messages in seven languages. To select a language, do the following:

1. Press .



❊ indicates Home Time mode.

2. Press ALT+L.

3. Use (Search up) or (Search down) to cycle through English, Español (Spanish), Français (French), Deutsch (German), Italiano (Italian), Türkçe (Turkish) and Nederlands (Dutch).

4. When the language you want is displayed on the screen, press ENTER to select it.

The unit automatically returns to the Home Time mode.

Auto-Shut Off

When none of the keys have been pressed for approximately seven minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

Turning the Keytone On and Off

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on, ♪ appears at the top of the screen. To turn the keytone on or off, first press **ALT** and then press **V**(♪).

Using Symbols

SYM gives you the option of entering any of 22 symbols. Press **ALT** twice to lock it, then press **SYM** repeatedly to cycle through the following symbols: @ **. # $ £ ¥ ( ) ~ ‘ : / \ _ & < > ß ! ? ¡ ¿**

Shifted Keys

Press and release **ALT** before pressing the next key. ALT is displayed. Press Q-O and A-H to get Euro characters.

To lock **ALT**, press it twice. LOCK indicates that the keys are now shifted. Press any letter between Q-O and A-H to cycle through special characters and accented letters.

A(12/24)	Toggles between 12- and 24-hour time displays for the clock.
C(((•)))	Selects the alarm clock and then cycles through the daily alarm, hourly chime, and Schedule alarm to activate and deactivate them.
D(DST)	When Home Time is displayed, turns daylight savings on and off.
F(MCK)	Shows available memory.
L(LANG)	Changes the prompt language.
S(AM/PM)	Toggles time between a.m. and p.m.
V(♪)	Turns the keytone on or off.
SET(🔑)	Sets the Home Time, daily alarm, the secret mode, and conversion rates.
▶(INS/EDIT)	Edits user information. In the edit mode, inserts a character or number on the cursor.
◀(DEL)	Deletes a character to the left of the cursor.
▼(NEXT)	Displays next record.

Using the Clocks

The clock lets you set a Home time and view local times around the world. You must set the Home time before viewing the World times or using the Schedule, because World times are based on the Home time.

Selecting a Home City

1. Press twice to see the World time screen.

The absence of an ✻ indicates World time.

2. Use (Search up) or (Search down) to cycle through the list of available cities.

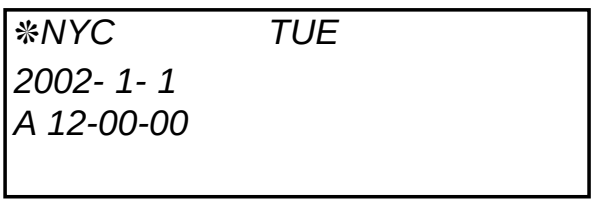
3. When you see the one you want, press SET to select it as your Home city.

Editing the Home Time Screen

1. Press to see the Home time screen.

✻ indicates Home time.

2. Press SET to start editing.



The first character in the city name flashes. If you wish to change the label of your Home city, type the name you want using up to six letters.

3. Press ▼ to go to the next field.

4. Enter the date and press ▼ to enter Home time.

Press **S** to toggle between a.m.(A) and p.m.(P)

Press **A** to toggle between the 12- and 24- hour format. In the 24-hour format, the A or P will disappear.

6. Press ENTER to confirm your settings.

You can now set a date format. Press **S** and press ▼ (Search down) to cycle through the available formats. Press **ENTER** to select the one you want.

Viewing World Time

1. Press 🌐 until the World time screen appears.

There are 40 built-in cities in different time zones. The list of cities is printed at the end of this manual.

2. Use ▲ (Search up) or ▼ (Search down) to cycle through the list of cities and view their corresponding times.

Press **D**(DST) to see daylight savings time. # is displayed. To turn DST off, press **D** again.

Setting the Alarms

You can set an hourly chime, a daily alarm and a Schedule alarm, each of which has a different sound.

Alarm	Icon
Hourly chime	
Daily alarm	
Schedule alarm	

Setting the Daily Alarm

1. Press **and then SET.**

ALARM SET

A 12-00

2. Use the numbered keys to set the desired time.

3. Press ENTER when done.

((•)) is displayed on the screen.

Setting the Hourly Chime

Press and then **C** until you see ((•)). Press **C** to cycle through the three alarm selections. To cancel the alarm, press **C** until no icon is displayed.

Entering a Phone Record

There are two telephone directories: Business and Personal. Press ☎ once to enter a personal record and twice to enter a business record. Each directory has the following fields (the maximum amount of characters per field is stated), including letters, numbers and symbols: Name - 36 characters, Address - 72 characters, E-mail and URL - 48 characters, Tel #1 and Tel #2 - 24 characters. To enter a symbol, press **ALT** twice to lock it, then press **SYM** repeatedly to cycle through the available symbols.
The records are arranged in alphabetical order. To alphabetize your entries by the last name, you must type the last name first. For example, to enter John Smith, type Smith John.

To enter a record, do the following.

1. **Press ☎ once or twice to select the directory you want.**
2. **Type a name.**

   Note: If the display exceeds 12 character, it begins to scroll to the left and the cursor appears.

3. **Press ▼ to go to the next field.**
4. **Type your data in each field and press ▼ to go to the next field.**

   Skip a field by pressing ▼ to go to the next field.

5. **Press ENTER when done to store your record.**

Entering a Schedule Record

In each schedule record, you can enter the name of the event and the date and time. You can enter a maximum of 36 characters in the name field. The data is arranged in chronological order from January to December. To enter a schedule record, do the following.

1. Press **.**

SCHEDULE?

2. Type the name of the event and press ENTER.

The cursor moves to the date field.

3. Type in the date and time.

4. Press ENTER to store the record.

To set a reminder alarm for a scheduled event, press **ALT+C** to set the alarm. is displayed.

The alarm sounds at the time of the appointment. The organizer turns on (if it was off), and displays the relevant record.

To turn the alarm off, press any key.

Entering a Memo Record

You can enter three lines of data in a memo record. You can type a maximum of 72 characters including letters, numbers and symbols on line one, and 36 numbers each on lines two and three.

The records are stored in alphabetical order.

To enter a memo record, do the following.

1. Press .

MEMO?

2. Type your data.

Press SPACE to insert spaces.

3. Press to move the cursor to the next line.

4. Press ENTER to store your data.

Gauging the Memory

You can check the available memory in your organizer by pressing and then **ALT+F** to see *CAPACITY XX%*. Should there not be enough memory remaining to either store or create new records, the message *MEMORY FULL* will appear on the screen. You will need to delete old records before you can enter new ones. To learn how, read “Deleting a Record.”

Searching and Editing Records

Telephone and Memo records are listed alphabetically. Schedule records are listed chronologically. You can search for them either directly or sequentially. You can review your records, edit them or delete them.

Press , , or for the directory you want.

Searching for a Record

Press (Search Up) or (Search down) to view the records in the order they appear.

In the Telephone and Memo directories, type the first few letters of an entry to find it quickly. The first record starting with the input letters is displayed if it exists, otherwise, the next closest record is displayed.

In the Telephone directory, once you find the record you want, press once to see the E-mail field. Press it twice to see the URL.

Viewing a Record

1. **Find the record you want to view.**
2. **Press ◀ or ▶ to scroll through any field that has more than 12 characters.**
3. **Press ▲ or ▼ to view other fields in a record.**

Editing a Record

1. **Find the record you want to edit.**

   To learn how, read “Searching for a Record.”

2. **Press ALT and then (EDIT/INS).**

3. **Make your edits.**

   Press **ALT** and then (DEL) to delete a character at the cursor.

   Press (NEXT) to move to the next field.

4. **Press ENTER to store your changes.**

Deleting a Record

1. **Find the record you want to edit.**

   To learn how, read “Searching for a Record.”

2. **Press C/Ce.**

3. **Press ENTER to delete the record.**

   To exit without deleting, press any key other than **ENTER**.

Using a Password

Warning! Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your organizer. To bypass the password, you will have to perform a system reset, which will clear the password but will also erase all the data stored in memory. To learn how to perform a system reset, read “Getting Started.”

Setting a Password

1. Press ☎, , or .

You can set your password in any of these directories.

2. Press SET.

3. Type your password.

Your password can have any combination of 6 letters and numbers.

is displayed on the screen to indicate that your password is in effect.

To deactivate your password, press **SET** twice and see the key icon disappear from the display.

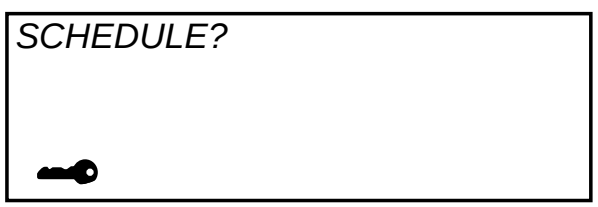
Entering Confidential Data

Make sure the key icon is not displayed on the screen before you begin to type your confidential data.

1. **Select the directory you want and type your data.**
2. **Press SET.**
3. **Press ENTER to store your data in secret memory.**

Viewing Confidential Data

1. **Select the directory you want by pressing its icon.**
2. **Press SET.**
3. **Type your password.**
4. **Press SET again.**

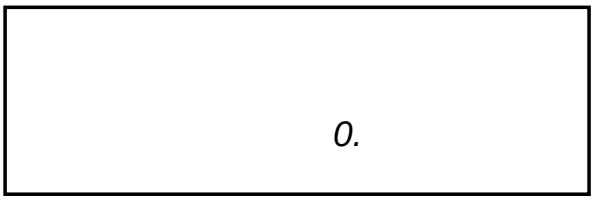


You can now view your confidential data. To learn how, read ”Viewing a Record.”

Using the Calculator

Making a Calculation

1. Press + − ÷ × once to see the Calculator.



2. Type a number.

You can type up to 10 digits. To type a decimal, press **O**(.).

To clear a number, press **C/Ce**.

3. Press I(+), U(—), Y(x), or T(÷) to add, subtract, multiply, or divide, respectively.

Or press **K**(√) to calculate a square root.

4. Type another number.

5. Press ENTER(=) to do the calculation.

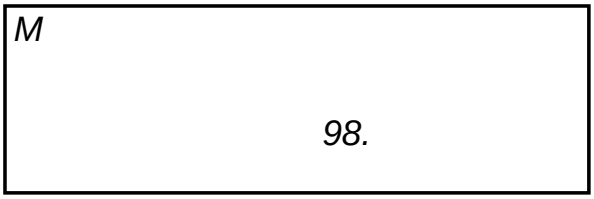
Or press **J**(%) to calculate the percentage.

6. Press C/Ce to clear the calculations.

Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.

2. To add the number on the screen to the number stored in memory, press R(M+). To subtract the number on the screen from the number stored in memory, press E(M−).



M indicates the number is stored in memory.

Note: The memory is cleared when your turn the unit off.

3. **To retrieve the number from memory, press W(MR).**
4. **To clear the memory, press Q(MC).**

Note: When the integer part of a calculation result, or any integer in the memory, exceeds 10 digits, or any other invalid operation is attempted, a calculator error will occur and "—E—" will appear on the display. Press **C/Ce** to clear the error.

Using the Converters

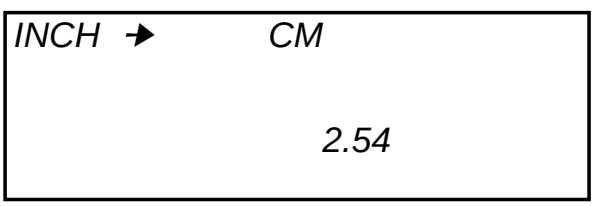
There are three converters: Metric, Currency and Euro. Press [+ − ÷ ×] to cycle through the converters and the calculator.

Doing Metric Conversions

Use the Metric converter to do any of nine built-in metric conversions.

Inches	↔	Centimeters
Yards	↔	Meters
Miles	↔	Kilometers
C°	↔	F°
Feet	↔	Meters
Ounces	↔	Grams
Pounds	↔	Kilograms
US gallons	↔	Liters
UK gallons	↔	Liters

1. Press [+ − ÷ ×] until you see the Metric converter screen.



2. Press (Search up) or (Search down) to select a conversion category.

3. Press or to select the conversion direction.

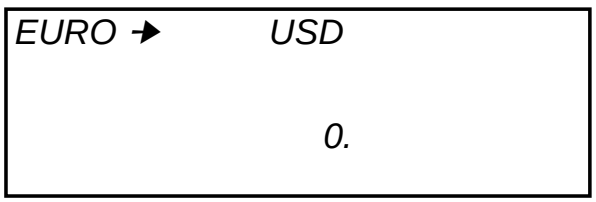
4. Type the number to be converted.

5. Press or to convert it.

Setting Currency Rates

Do the following to enter your own currency names and conversion rates. You can use a maximum of four characters for a currency name.

1. **Press [+ −] [÷ ×] until you see the Currency converter screen.**



2. **Press ▲(Search up) or ▼(Search down) to find the currency whose rate you want to set.**
3. **Press SET and change the first currency's name if you want.**

   Press ▶(INS/EDIT) to change the second currency's name.
4. **Press ENTER to go to the rate field. Type the conversion rate.**
5. **Press ENTER to store the conversion rate.**

   The rate you set will now appear on the built-in conversion rates menu.

Doing Currency Conversions

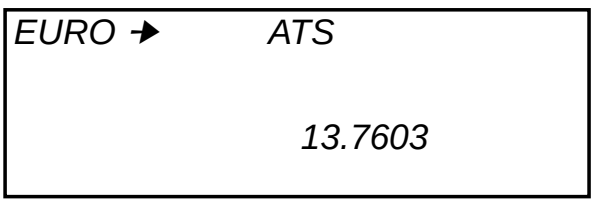
Once you set conversion rates, you can do currency conversions.

1. **Press [+ − ÷ ×] until you see the Currency converter screen.**
2. **Press ▲(Search up) or ▼(Search down) to find the currencies you want.**
3. **Press ▶(INS/EDIT) or ◀(DEL) to select the conversion direction.**
4. **Type the amount for the conversion.**
5. **Press ▶(INS/EDIT) to do the conversion.**

Doing EURO Conversions

There are 11 fixed built-in EURO conversion rates.

1. **Press [+ − ÷ ×] until you see the Euro converter screen.**



2. **Press ▲(Search up) or ▼(Search down) to find the currencies you want.**
3. **Press ENTER.**
4. **Type the amount for the conversion.**
5. **Press ▶(INS/EDIT) to do the conversion.**

Installing the PC Sync

Your CD comes with a README file which contains detailed instructions on how to use your PC Sync. Please note that the program has the following system requirements:

- Windows 95 or 98 (English, German or Turkish version)
- 16 MB RAM
- 20 MB hard disk space
- CD-ROM drive (for installation)
- One free serial communications (COM) port

Do the following to install the PC Sync on your PC.

1. **Go to Start | Run.**
2. **Type D:setup-eng (for the English version) and press ENTER.**

   Type D:setup-det (for the German version).

   Type D:setup-tur (for the Turkish version).
3. **Follow the instructions on the screen.**

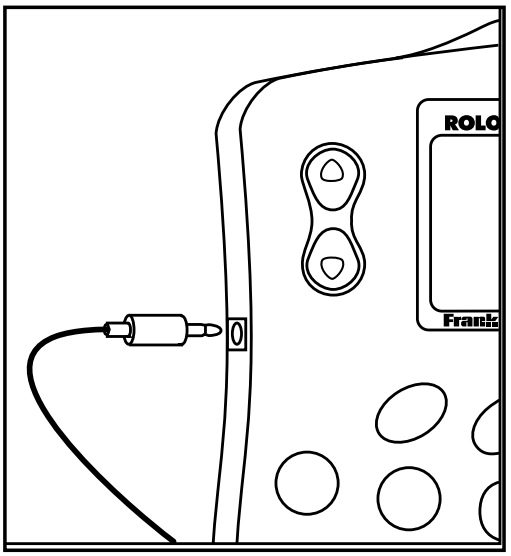
   The default drive for the CD ROM is **D:**. If your CD-ROM drive letter is different, then replace **D:** with the letter you designated for your CD-ROM drive.

To start your PC Sync program, do the following:

1. **Go to Start | Programs | PC Organizer.**
2. **Click on PC Organizer.**

Synchronizing Records

Before you can synchronize your records, you need to connect your unit to your PC.



1. Turn your PC off.

2. Plug the 9-pin plug of the Organizer PC Sync cable into a free communications (COM) port.

3. Turn your PC on and run the Organizer Program.

4. Plug the single-pin plug of the cable into the PC PORT hole on the left side of your organizer. If your organizer is off, press ON/OFF key to turn it on.

5. Press SYNC key on your organizer to prepare it for synchronization.

Confirming the Configuration of the Organizer Software

On your PC, go to **Start | Programs | PC Organizer** and click **PC Organizer**.
Note: Make sure the model number displayed on the title bar matches the model number on your Rolodex unit. If the model number does not match do the following:

1. Go to Tools | Options.

2. **Select the COM port in which you plugged the PC Sync cable.**
3. **Click OK.**

Synchronizing Data with PC Sync

When you synchronize your data, only records that have been added/edited/deleted are synced. Records that were deleted either in your Organizer or PC Sync Program will be deleted in both. New records added in either, will now be added in both. Edited records will be updated in both. If you edit the same record in both your Organizer and your PC Sync program, copies of both records will be retained.

1. **Make sure the cable is connected securely to both the PC and the Organizer.**
2. **In the PC Sync program, click Tools | Options and verify the COM port information.**
3. **In the PC Sync for Windows, click Tools | Synchronize.**
4. **Click SYNC to confirm synchronization.**

Warning! Synchronize is not to be used for one way transfers.

Note: In the event that your PC Sync Program data becomes corrupted, and your sync history is lost, you can resend **all** of your organizer data back to your PC Sync Program. Follow steps one and two above and click **Tools | Send All Data** in the PC Sync for Windows. Click **SYNC** to confirm the action.

Setting a Password

Warning! Once you transfer data between your organizer and the PC, they become a matched pair. Should you try to synchronize data between your organizer and a different PC, your data is likely to be corrupted. It is best to synchronize data between a matched pair.

Setting a Password

You can set a password in the PC Sync program by clicking on **Tools | Change Password**. To set a password do the following:

1. **Type a password of up to 6 characters in the *New Password* field.**
2. **Type it again exactly as you did the first time in the *Confirm New Password* field.**
3. **Click OK to set it.**

   Click **Cancel** to exit without setting it.

You can change or delete your password at any time. To change it, enter your password in the *Old Password* field and then set a new password as described above.
To delete your password, enter it in the *Old Password* field, then leave the *New Password* and *Confirm New Password* fields empty. Click **OK** to delete your password. Click **Cancel** to exit without deleting.

Replacing the Battery

This organizer uses one CR-2032 lithium battery. Before you follow these steps you should have a small Phillips screwdriver and the new battery at hand.

Warning! When no battery is installed, this organizer will save your information for only about 30 seconds. So install the new battery quickly when you remove the old one.

1. **Turn the organizer off and turn it over.**
2. **With the Phillips screwdriver, remove the screw to the battery cover and then remove the lid.**

   Do not remove the screws at the sides of the organizer.
3. **Remove the old battery and quickly replace it with the new battery, with the positive (+) side up.**
4. **Replace the battery cover.**

   Warning! This organizer stores your information as long as the battery supplies power. If the battery loses power or is removed, all your information will be lost. Always keep written copies of your important information in case it is corrupted or lost.

This unit may change operating modes due to Electro-static discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF or by removing/replacing batteries.

Specifications

Model: RF-4-96PC
Size: 11.8 X 8.85 X 1.4 cm **Weight**: 2.5 oz
Battery: 1 CR-2032 Lithium
Storage Capacity: 96K
ISBN: 1-56712-637-5

Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don’t spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

FOR HOME OR OFFICE USE

Customer Support (609) 386-8997

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Products purchased outside the United States that are returned under warranty should be returned to the original vendor with proof of purchase and description of fault. Charges will be made for all repairs unless valid proof of purchase is provided.

This warranty explicitly excludes defects due to misuse, accidental damage, or wear and tear. This guarantee does not affect the consumer’s statutory rights.

Limited Warranty (U.S. only)

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(C) WARRANTY SERVICE: UPON DISCOVERING A DEFECT, YOU MUST CALL FRANKLIN'S CUSTOMER SERVICE DESK, 1-800-266-5626, TO REQUEST A RETURN MERCHANDISE AUTHORIZATION ("RMA") NUMBER, BEFORE RETURNING THE PRODUCT (TRANSPORTATION CHARGES PREPAID) TO:

FRANKLIN ELECTRONIC PUBLISHERS, INC.
ATTN: SERVICE DEPARTMENT
ONE FRANKLIN PLAZA
BURLINGTON, NJ 08016-4907

IF YOU RETURN A FRANKLIN PRODUCT, PLEASE INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.

FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

–Reorient or relocate the receiving antenna.

–Increase the separation between the equipment and receiver.

–Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

CITY NAME	ABBREVIATION
LONDON	LON
LISBON	LIS
PARIS	PAR
BERLIN	BER
ROME	ROM
AMSTERDAM	AMS
BARCELONA	BCN
HELSINKI	HEL
CAIRO	CAI
MOSCOW	MOW
RIYADH	RUH
TEHRAN	THR
DUBAI	DXB
KABUL	KBL
KARACHI	KHI
DELHI	DEL
DHAKA	DAC
YANGON	RGN
BANGKOK	BKK
BEIJING	BEI
HONG KONG	HKG
SINGAPORE	SIN
TOKYO	TYO
ADELAIDE	ADL
SYDNEY	SYD
NOUMEA	NOU
WELLINGTON	WLG
TONGA	TNG
MIDWAY ISLANDS	MID
HONOLULU	HNL
ANCHORAGE	ANC
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